

SPONSOR LETTERHEAD

March 19, 2013

Visa Section
Embassy of Brazil

SPONSOR is pleased to introduce, **NAME OF APPLICANT**, who is requesting a Type-II Business Visa for the purpose of attending business meetings with locally based project teams in Brazil. **NAME OF APPLICANT** is a US Citizen and an employee of **US COMPANY**, based in Arlington, Virginia. He has ongoing responsibilities with **US COMPANY** in the United States and will make intermittent trips to Brazil over a 6-month period to participate in short term business meetings with our local, Brazilian based, project teams.

NAME OF APPLICANT will be initially travelling to Brazil on April 8, 2013 and departing on April 10, 2013. He will be attending meetings primarily in Sao Paulo and will also visit **SPONSORS** Brazil's offices in Rio de Janeiro. The primary point of contact for the applicant in Brazil may be reached at: +55 11254365789.

SPONSOR Brazil hereby guarantees that the financial responsibilities and expenses of the applicant will be covered for entirely by the U.S. based entity, **US COMPANY**. **NAME OF APPLICANT** office is located at 1200 N Example Street, City State 12345.

Thank you for your support. You may contact **SPONSOR** Brazil at +55 11254365789 should there be any additional questions.

Best Regards,

NAME
Director
SPONSOR NAME